

# How to Choose a Search Firm

All HR partners must coordinate with Central HR Talent Acquisition when selecting a search firm to ensure compliance with UAB hiring policies, OFCCP regulations and contractual agreements.

**1. Contact Central HR Talent Acquisition:**

Begin the process by contacting Talent Acquisition to discuss your needs and requirements. Our team will provide guidance on selecting the appropriate search firm and ensure alignment with UAB's mission, vision and compliance standards.

**2. Receive a Curated List of Approved Search Firms:**

Talent Acquisition will provide a curated list of approved search firms that meet UAB's standards and requirements. This list will be based on the specific needs of the position, including required skills, industry knowledge, and recruitment strategy.

**3. Work with Talent Acquisition to Define Your Search Strategy:**

Collaborate with Talent Acquisition to determine the most effective search strategy. This includes understanding how the search firm builds its candidate pool, its methodologies, and how it aligns with UAB's diversity, equity, and inclusion goals.

**4. Understand Search Firm Costs and Contracts:**

Talent Acquisition will help you understand the fees and contractual obligations associated with engaging a search firm. All contracts must be reviewed and approved by Central HR to ensure they meet UAB's legal and compliance standards. For information on UAB's contracting processes and guidelines, visit the UAB Financial Affairs [University Contracts](#) webpage.

**5. Final Steps to Engage a Search Firm:**

Once a search firm has been selected, Talent Acquisition will facilitate the final steps to ensure all processes align with UAB's hiring guidelines. This includes executing contracts, managing EEO information requirements, and overseeing applicant tracking.

For more information or to begin the process, please contact [Central HR Talent Acquisition](#).